



County of Roanoke

FINANCE DEPARTMENT PURCHASING DIVISION

Kay S. Johnston, Buyer
5204 Bernard Drive SW, Suite 300F
Roanoke, VA 24018
(540) 772-2061 ext. 306
(540) 772-2074 (FAX)

Request for Proposal

CP #0477

for

**CISCO IP TELEPHONY INSTALLATION
(Contract)**

for

Roanoke County Public Schools

*An Original and Five (5) complete copies of
Sealed Bids Due*

April 22, 2004

5:00 P.M.
(Local Prevailing Time)

**Request for Proposal
Cisco IP Telephony Installation
(Contract)
CP #0477
April 5, 2004**

The County of Roanoke, on behalf of Roanoke County Public Schools, is requesting sealed proposals for an annually renewable contract not to exceed five (5) years for installation and maintenance of Cisco Telephony and network equipment for the Technology Department. The following specifications are being submitted for your review and proposal consideration. The County of Roanoke, County of Bedford, Bedford County Schools, Botetourt County and Botetourt County Schools may participate in this contract at the discretion of the each entity.

One original and two (5) complete copies of the bid must be submitted in a sealed envelope/package marked **"CP #0477 CISCO IP TELEPHONY INSTALLATION"** and received in the Purchasing Office, 5204 Bernard Dr., SW, Suite 300F, Roanoke, VA 24018 no later than **5:00 p.m. (local prevailing time) on Thursday, April 22, 2004**. It is the responsibility of the Offeror to insure that proposals are received in the appropriate place and by the designated time.

Since this is a formal request for proposal, **no faxed** proposals will be accepted. Any proposal received after the date and time specified will be returned to the Offeror unopened.

As this is a request for proposals, all responses shall be opened in private with no information regarding the identity or the contents being released until after the negotiation process. Once an award has been made, all proposals will become public information.

Once proposals are received an evaluation committee will be established to review all proposals. Informal interviews may be conducted with those firms deemed to be most fully qualified and suitable for the work. Following the informal interview process, negotiations will then begin with those offerors so selected. Should the County/Schools determine that only one offeror is fully qualified, or that one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror.

Roanoke County/Roanoke County Public Schools shall provide the mechanism for the evaluation of all information received. Roanoke County/Roanoke County Public Schools reserves the right to make the final determination of responsible offerors and to waive informalities and/or irregularities and to accept or reject any or all proposals. Roanoke County/Roanoke County Public Schools reserves the right to make a lot award or to award to more than one Offeror or to order from State Contract or other Government sources available offering a higher cost savings.

Questions regarding this bid may be referred to Kay S. Johnston, Buyer, (540) 772-2061 ext. 306.or email to kjohnston@roanokecountyva.gov

Any questions regarding technical specifications should be referred to Jeff Terry, Manager of Information Services, (540) 562-3900 ext. 270 or email to jterry@rcs.k12.va.us.

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, or against a bidder or Offerer because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

SPECIFICATIONS
Cisco IP Telephony Installation
CP#0477
(Annual Contract)

The County of Roanoke, on behalf of the Roanoke County Public Schools, is requesting formal sealed proposals from qualified firms for an annual contract to provide Cisco products and maintenance for networking. The County of Roanoke, County of Bedford, Bedford County Schools, Botetourt County and Botetourt County Schools may participate in this contract at the discretion of the each entity on an as need basis.

It is the intent of the Schools to award an annual contract based on overall service and support offering. To ensure availability of service when needed, the Schools retains to right to award to more than one Offeror.

The contract may be renewed annually based upon written mutual agreement of both parties not to exceed 5 years.

HISTORY:

The Schools provide educational services to approximately 14,500 students who are served in 18 elementary/career center schools, 6 middle/junior high schools, and 6 high/vocational schools. The administrative and support staffs are housed in one central office building. Offices for maintenance, transportation, and warehouse are housed in separate buildings. Roanoke County Public Schools currently has Cisco product in place for LAN and WAN networking.

The WAN topology for RCPS is a fiber-based ATM network provided by Cox Communications with secondary schools connecting to administration via a 10mb Ethernet drop and elementary schools connecting to administration via a 2mb Ethernet drop with the following exceptions:

Glenvar Campus (Glenvar High, Glenvar Middle, Glenvar Elementary) – 2 dedicated T1 circ.
Mason's Cove Elementary – 1 dedicated T1 circ.
Fort Lewis Elementary – 1 dedicated T1 circ.

Roanoke County Public Schools has already purchased a complete Cisco IP Telephony solution for all locations. RCPS has already purchased Cisco Smartnet maintenance for this equipment.

RCPS is seeking proposals for the installation and training (Faculty/Staff) for the new Cisco Telephony System.

Contractor will be responsible for installing Cisco IP Telephony equipment in the following RCPS locations:

1. Roanoke County Schools Administration
 - a. Configure and install 3 Cisco Call Managers – (MCS-7835 platform) ****must be version 4.x****
 - b. Configure and install 1 Cisco Unity VoiceMail server - 2000 users (MCS-7845 platform) Configure a minimum of 3 call handlers.
 - c. Configure 140 IP Phones (models 7920, 7940, 7960, 7914, 7970)
 - d. One 3745 voice gateway with up to 4 PRI's from the carrier
 - e. Configuration of SRST for administration
 - f. Configuration of dial plans, call peers and DID's based on templates provided by Roanoke County Schools

- g. Planning and configuring Call Manager calling search base partitioning and location configuration for all 33 sites
 - h. Configuration of 3662 Router for backup gateway
 - i. Configure Voicemail for all Administration users
- 2. Glenvar Elementary School
 - a. One 1760V voice gateways with up to 8 analog connections from the carrier
 - 1. Configure call routing
 - 2. Connect associated Centrex lines
 - b. Configuration of SRST for Glenvar Elementary School
 - c. Configure 60 IP Phones (models 7905, 7940, 7960, 7914)
 - d. Configure Voicemail for all designated users
- 3. Northside Middle School
 - a. One 1760V voice gateways with up to 8 analog connections from the carrier
 - 1. Configure call routing
 - 2. Connect associated Centrex lines
 - b. Configuration of SRST for Glenvar Elementary School
 - c. Configure 100 IP Phones (models 7905, 7940, 7960, 7914)
 - d. Configure Voicemail for all designated users

The successful Contractor will be able to provide the following:

- 1. Documentation of proof of Cisco IP Telephony certification.
- 2. List of references of installation of more than 200 phones (3 minimum)
- 3. List of references of installation of more than 600 phones
- 4. List of references of ongoing support references for customers with more than 200 phones (3 minimum)
- 5. List of references of ongoing support references for customers with more than 600 phones
- 6. Demonstrated ability (via references) to provide configuration of Cisco networking equipment to provide voice intelligence and end-to-end quality of service (QOS)
- 7. List of Cisco IP Telephony specialized engineers on staff located within a 2 hour region (minimum 3)
- 8. Guarantees of 2 hour on-site support services during normal business hours
- 9. A suggested implementation plan with documented tasks and dates associated supporting a June 15, 2004 cutover date.
- 10. Demonstrated capabilities to provide applications development for Cisco IP Telephony solutions.
- 11. Must demonstrate capability to work closely with our preferred vendor for intercom, Berbee, to assist with successful deployment of IP Intercom system.
- 12. Must demonstrate capability to work closely with our WAN vendor, Cox Communications, to assist with QOS and successful deployment of RCPS IP Telephony system.

RCPS maintains the right to purchase additional installation locations as needed. RCPS also reserves the right to purchase additional networking services beyond the initial installation on a per project basis or a per hour basis.

Contractor will be responsible for providing user-based training for 300 faculty/staff at the above mentioned locations (RCPS Administration, Glenvar Elementary, Northside Middle School).

RCPS maintains the right to purchase additional training as needed. RCPS also reserves the right to purchase additional training services beyond the initial installation on a per project basis or a per hour basis.

RCPS personnel will be responsible for physical installation of telephones and mounting brackets in the three locations (RCPS Administration, Glenvar Elementary, Northside Middle School).

The dial and call routing plans will be created by RCPS. The current call routing plan is for all incoming calls to come to the called location. Example (RCPS Administration calls will go to RCPS Admin Bldg. PRI's) and (incoming school calls will go to the local Centrex lines). Each school will have at least 4 Centrex lines for incoming calls. If the 4th line is busy, it will be redirected (via Centrex) to RCPS Administration PRI's. The Call Manager will then route calls to the appropriate extension. RCPS will have DID numbers assigned to each phone at RCPS Administration Bldg. and administrative phones in the schools (Principal, Assistant Principal, Secretary, Guidance, Cafeteria, etc.). RCPS will retain the existing intercom number to keep the old dial plan for a period of time.

All 911 calls shall be routed out of the voice gateway at each building. RCPS Administration Bldg. will use the PRI's for 911 calls. Schools will dedicate an analog line for 911 calls. Classroom phone 911 calls may be routed to the school's main office.

This contract will cover any services needed for the installation and support for Cisco IP Telephony products as well as other networking needs.

The County/Schools retains the right to award to one or to more than one Offeror or to order from other available sources offering lower prices such as Virginia State Contract or other Government contract as in the best interest of the County/Schools.

Award of the contract will be based on the ability of Offeror to fully complete the project and offer additional technical support. The contract may be awarded to one or to more than one Offeror to ensure receipt of product when needed. Should the Schools determine to award to more than one Offeror, there will be a Primary Contract and a Secondary Contract. The Primary Contractor will be contacted first and if unable to provide the product when needed, the Secondary Contractor will be contacted.

TECHNICAL SPECIFICATIONS:

ITEM		EXCEPTIONS	YES	NO
Provided documentation and proof of Cisco IP Telephony Certifications and other Cisco Certifications				
Provided a list of references of installations of more than 200 Cisco IP phones				
Provided list of references of ongoing support of more than 200 Cisco IP phones				
Guarantee 2 hour on-site support services during normal business hours				
Provided list of Certified Cisco IP Telephony specialized engineers on staff located within 2 hour region				
Ability to stage and initial test of Call Managers and Voicemail by May 17 th				
Ability to fully implement IP Telephony in RCPS Administration Bldg. with Call Managers and Voicemail by the June 15 th cutover date				
Ability to configure and troubleshoot any QOS issues and willingness to work with RCPS WAN provider COX Communications				

Evaluation/Award

The selection process will be in accordance with Section 2.2-4301 of the Code of Virginia. Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price. Negotiations shall be conducted with the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offer so selected, an Offeror shall be selected which has made the best proposal and that Offeror shall be award the contract.

If Purchasing determines that only one offeror is fully qualified or that one offeror is more highly qualified and suitable than the others, a contract may be negotiated and awarded to that offeror.

Evaluation Criteria

Ability of the Offeror to provide service, support, and training (30%)

Cisco IP Certification of personnel assigned to this project (25%)

References, experience with similar projects (20%)

Ability to respond in a timely manner (15%)

Price (10%)

GENERAL CONDITIONS, INSTRUCTIONS AND INFORMATION

Wherever the term Roanoke County, County or Roanoke County Board of Supervisors is used it is understood to include the Roanoke County Public School Board.

TERMS AND CONDITIONS:

INSTRUCTIONS: Proposals must be submitted in accordance with instructions given in this document. All information requested must be submitted. Failure to do so may result in the proposal being considered non-responsive and, therefore, rejected.

Proposals should be as thorough and detailed as possible so Roanoke County Schools may properly evaluate the offeror's capabilities to provide the requested product and/or service.

All proposals must be made on the basis of this RFP and either meet or exceed the requirements contained herein. Emphasis should be on completeness and clarity.

Only responsive and responsible proposals will be considered. Proposals that do not meet or that change the requirements in this RFP may be rejected as being non-responsive.

An Offeror, by making a proposal, represents that:

(a) Offeror has read and understands the RFP, and his proposal is made in accordance therewith;

(b) Offeror is familiar with the scope of the project requirements;

(c) Offeror's proposal is based upon the materials and/or services described in the RFP;

(d) Offeror has satisfied himself from his own investigation of the conditions to be met, that he fully understands his obligation and that he will not make any claim for, or have right to cancellation or relief from the contract because of any misunderstanding or lack of information.

An Offeror must promptly notify, the Roanoke County Purchasing Department of any ambiguity, inconsistency, or error which he/she may discover upon examination of the RFP. An Offeror

requiring clarification or interpretation of this RFP should contact the person named on the front of this document.

Any interpretation, correction, or change of the RFP will be made by Roanoke County Purchasing Department in an addendum. Interpretations, corrections or changes of the RFP made in any other manner will not be binding. Offerors must not rely upon such interpretations, corrections, or changes. Addenda will be issued by Roanoke County Purchasing Division. Addenda will be FAXED or mailed to all who are known to have received a copy of this RFP.

PROPOSAL GUARANTY: The Offeror must guarantee not to withdraw a proposal during the period of ninety (90) days following the due date or until a contract is signed; that if such proposal is accepted the Offeror will accept and perform under the terms of this RFP, the proposal and any subsequent negotiation and resulting contract.

Should Roanoke County Schools determine in writing and in its sole discretion that only one vendor is fully qualified, or that one vendor is clearly more highly qualified than the others under consideration, a contract may be awarded to that vendor. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Offeror's proposal.

PUBLIC PROCUREMENT: This solicitation is subject to the provisions of the Virginia Public Procurement Act (Chapter 7, Code of Virginia 1950, as amended) and any revisions thereto, which are hereby incorporated into this contract in its entirety except as amended or superseded herein.

TAXES: Sales to Roanoke County Schools are normally exempt from State Sales Tax. State Sales and Use Tax Certificates of Exemption, Form ST-12, will be issued by the RC Purchasing Department upon request. Deliveries against this contract shall be free of Federal Excise Tax and Transportation Taxes when applicable.

CANCELLATION OF CONTRACT: The County of Roanoke reserves the right to cancel and terminate any resulting contract, in part or in whole, if after reasonable problem-solving attempts appropriate corrective action is not taken by the vendor. Cancellation would not relieve the vendor of the obligation to deliver and/or perform on all services prior to the notification of the cancellation.

DEFAULT: In case of failure to provide goods/services as specified herein, Roanoke County Schools, after due written notice, may procure goods/services from other sources and hold the contractor responsible for any and all excess cost occasioned thereby.

ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the contractor in whole or in part without the written consent of the Roanoke County.

DELIVERY:

FOB Destination, Inside Delivery to: Roanoke County School Administration Building, 5937 Cove Road NW, Roanoke, Virginia 24019 to the Attention of Jeff Terry, Manager of Information Services unless otherwise specified.

WARRANTY: Warranty information must be provided when proposal is submitted.

CONTRACT PERIOD: The contract will cover the period stated above.

CONTRACT MODIFICATION/CONTRACT CHANGE:

Any request for modification/change to the contract must be submitted to the Buyer in writing. No modification/change to the contract will be allowed without being negotiated and approved by the Buyer and the Contract Administrator.

ANTITRUST: By entering into a contract, the Offeror conveys, sells, assigns and transfers to the County of Roanoke all rights it may now or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia relating to the particular goods or services purchased or acquired by the County of Roanoke under said contract.

ETHICS IN PUBLIC CONTRACTING: By submitting their proposal, all offers certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility, subscription, advance, deposit of money, services, or anything of measurable value, present or promised, unless consideration of substantially equal or greater value was exchanged.

QUESTIONS REGARDING THE REQUEST FOR PROPOSALS:

Questions should be directed to: Kay Johnston, Buyer
5204 Bernard Dr, SW, Suite 300F
Roanoke County, VA 24018 (540) 772-2061 ext. 306
kjohnston@roanokecountyva.gov

Any questions regarding technical specifications should be referred to Jeff Terry, Manager of Information Services at (540) 562-3900 ext. 270 or jterry@rcs.k12.va.us.

PROPRIETARY INFORMATION:

Ownership of all data, material, and documentation originated and prepared for the County/Schools, pursuant to the RFP, shall belong exclusively to the County/Schools and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protection of Section 2.2-4342 of the Code of Virginia, in writing, either before or at the time the data is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. Also, Offerors must complete and submit the Summary of Proprietary Information form (see attached). **The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.**

IMMIGRATION REFORM AND CONTROL ACT OF 1986:

By signing this bid, the bidder certifies that the firm does not and will not during the performance of this contract employ illegal alien workers or otherwise violate the Federal Immigration Reform and Control Act of 1986.

ANTI-COLLUSION CERTIFICATION:

By my signature on the face of this bid, I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, equipment, or services, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of the Virginia Governmental Frauds Act and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

KICKBACKS:

I certify and warrant that by my signature on this solicitation, neither I nor the bidder for whom I am authorized to act has offered or received any kickback from any other bidder, supplier, manufacturer, or subcontractor in connection with bid on this contract, subcontractor in order, in the form of any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, unless consideration of substantially equal or greater value is exchanged. Further, no person shall demand or receive any payment, loan, subscription, advance, deposit of money, service, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is exchanged.

DEBARMENT:

By my signature on this solicitation, I certify that this person/firm/corporation is not currently barred from bidding on contracts by any agency of the Commonwealth of Virginia or the federal government of the United States of America, nor is this person/firm/corporation a part of any firm/corporation that is currently barred from bidding on contracts by any agency of the Commonwealth of Virginia or the federal government of the United States of America. I have attached an explanation of the previous debarment(s) and copies of notice(s) of reinstatement(s).

DRUG-FREE WORKPLACE:

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in violation of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

ANTI-DISCRIMINATION: By submitting their proposal, all offerors certify to Roanoke County that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, and Section 11-51 of the Virginia Public Procurement Act which provides:

In every contract over \$ 10,000 the provisions in (a) and (b) shall apply:

- (a) During the performance of this contract, the Offeror agrees as follows: The Offeror will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Offeror. The Offeror agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. The Offeror, in all solicitations or advertisements for employees placed by or on behalf of the Offeror, will state that such Offeror is an equal opportunity employer. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

- (b) The Offeror will include the provisions of (a) above in every subcontract or purchase order over \$ 10,000.00 so that the provisions will be binding upon each subcontractor or vendor.

APPLICABLE LAW AND COURTS: Any purchase order/contract resulting from this solicitation shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The vendor shall comply with applicable federal, state and local laws and regulations.

QUALIFICATIONS OF OFFEROR: The County may make such reasonable investigations as deemed proper and necessary to determine the ability of the vendor to perform the work and furnish the information and data for this purpose as may be requested. The County reserves the right to inspect the offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The County/Schools further reserves the unrestricted right to reject any and all proposals if the evidence submitted by, or investigations of, such offeror fails to satisfy the County/Schools that such offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated herein.

PAYMENT TERMS: Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. Invoice will not be paid prior to delivery of goods/services and/or acceptance of project by the Roanoke County Public Schools Project Manager.

Invoices for items ordered, delivered and accepted by Roanoke County must be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices must show the purchase order/contract number.

**RFP CP #0477
Cisco IP Telephony
SIGNATURE FORM**

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in RFP CP #0477.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the *Code of Virginia*, 1950 as amended. Furthermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Government Bid Rigging Act, and Virginia Antitrust Act and Federal Law, and can result in fines, prison sentences, and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the County of Roanoke/Roanoke County Schools, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to the County of Roanoke/Roanoke County Schools, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the County of Roanoke/Roanoke County Schools.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Firm Name

Address

FED. ID NO.

DATE

Authorized Signature

Name/Title (type/print)

Telephone _____ Fax No. _____

Email: _____

To receive consideration for award, this signature sheet must be returned to the Roanoke County Purchasing Division as it shall be a part of your response.

**CP #0477
PRICE FORM
Cisco IP Telephony Installation**

OFFEROR CERTIFIES THAT BY SUBMISSION OF THIS PROPOSAL, HE HAS READ AND AGREES TO THE TERMS AND CONDITIONS SET FORTH IN THIS REQUEST FOR PROPOSAL.

Service and Installation: \$ _____ IP Telephony Installation Total (3 sites)

Training: \$ _____ User training for 300 faculty/staff

Total \$ _____ Total for project completion
(include travel and expenses)

Additional Labor \$ _____ Additional labor on a per hour basis
(include travel and expenses)

COMPANY: _____

ADDRESS _____

SIGNATURE: _____ TITLE: _____

PRINTED NAME: _____

TELEPHONE: _____ FAX: _____

TERMS: _____ NET 30 _____

E-MAIL ADDRESS (if one): _____

Cisco IP Telephony Installation
CP#0477

NOTICE OF PROPRIETARY INFORMATION

Confidentiality References Protection in Accordance with the Code of Virginia, Section 2.2-4342

Section Title	Page Number	Reason(s) for Withholding from Disclosure

INSTRUCTIONS: Identify the data or other materials to be protected and state the reasons by using the codes listed below. Indicate the specific words, figures, or paragraphs that constitute trade secrets or proprietary materials. The classification of an entire bid or proposal document, line item prices, and/or total bid or proposal prices as proprietary or trade secret is not acceptable and will result in rejection of the bid or proposal.

- A - This page contains information relating to "trade secrets", and "proprietary information" including processes. Operations, style of work, or apparatus. Identify, confidential statistical data. Amount or source of any income...of any person (or) partnership. See Virginia Public Procurement Act. Section 2.2-4342. Unauthorized disclosure of such information would violate the Trade Secrets Act 18 U.S.C. 1905.
- B - This page contains proprietary information including confidential, commercial or financial information, which was provided to the Government on a voluntary basis and is of the type that would not customarily release to the public. See Virginia Public Procurement Act, Section 2.2-4342; 5 U.S.C. 552 (b) (4); 12 C.F.R. 309.5(c) (4).
- C - This page contains proprietary information including confidential, commercial or financial information. The disclosure of such information would cause substantial harm to competitive position and impair the Government's ability to obtain necessary information from contractors in the future. 5 U.S.C. See Virginia Public Procurement Act. Section 2.2-4342; 552 (b) (4); 12 C. F. R 309.5(c) (4).